

FIRE PREVENTION PRACTICE #3.14

May 31, 1994

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: INSPECTOR SAFETY GUIDELINES

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

If, in the course of your work, you are threatened, feel threatened, you are physically harmed or verbally abused, you should leave the building or area immediately.

Call 9-1-1- - Make a police report.

Call and notify your supervisor - ASAP.

Write a report of the incident. Make a copy for Steve Zaccard, your supervisor and the file.

If an inspector feels it is warranted:

A supervisor should follow-up on the inspector's complaint, by either calling the offender or writing the offender a letter.

The supervisor will let the owner know their behavior is not acceptable and that our office will not tolerate such behavior.

The call should be documented between the supervisor and offender (either by a letter or report in file.

The supervisor and inspector should decide whether or not to file a formal complaint.

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cc: Gary Trudeau
Cindy Menten